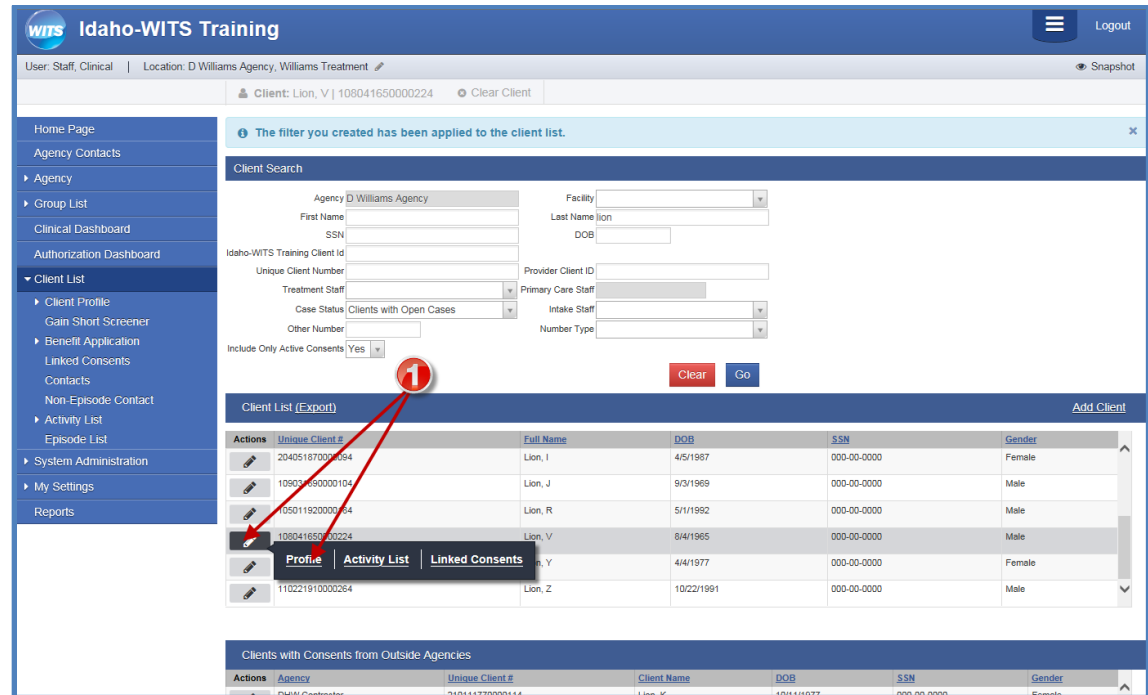# Authorization Change Request – Change to Service for IDHW (non-ATR 4) & IDOC Clients who are transferring to another facility at my agency

These instructions are to be used in the following Situations.

- Transfer an *IDHW* client to a different facility at my agency at the same Level of Care (LOC) and there are two weeks (14 days) or less before the treatment authorization expires.
- Transfer an *IDOC* client from one Stage (including Assessment or Pretreatment) to another Stage at a different facility at my agency.

1. **Getting here:** Login, select the **Facility**, select **Client List** on the Navigation Pane (left menu) to generate the Client Search Screen, find client, click [pencil icon] and select **Client Profile**.

2. Select the **Authorization** on the Navigation Pane

3. Click [pencil icon] and select **Profile** to review the active Authorization.

4. Click **Requests** under the Actions box.

5. The Authorization Change Request List displays. Click **Add New**.

6. The Authorization Change Request List displays. Select **Change to Service**.

7. Select the **Service** (the current treatment LOC), enter the **Number of Requested Units**, and select the **Justification Reason**.
   - **Enter Zero units for an IDOC client who is changing stages.**

8. **Comments**.
   - **Transfer an _IDHW_ client to a different facility at my agency at the same Level of Care (LOC) and there are two weeks (14 days) or less before the treatment authorization expires:** specify the new facility and enter a justification for additional units. If new or additional RSS services are requested, include the name of the service, number of units, and justification for each RSS service. Include the name of the Stand Alone RSS provider if applicable.
   - **Transfer an _IDOC_ client from one Stage (including Assessment or Pretreatment) to another Stage at a different facility at my agency:** specify the new facility, indicate the new treatment LOC, and the enter the name of the Stage.

9. Click **Add ASAM Concurrent Review**.

10. Update the **Level of Care** for each Dimension.

11. Update **Comments** for each Dimension. Enter the updated information at the top of each Comment field and document it as: Update (date). **DO NOT DELETE ANY PREVIOUS COMMENTS.**

12. Select the **Requested Level of Care** and the **Current Level of Care**.

13. Click **Save** and **Finish**.

14. Click **Finish**.

15. Select **Yes** to link the ASAM record with the Authorization Change Request.

16. Select **Yes** to request a change to the end date Authorization.

- **For an IDOC client, select NO**. IDOC authorization date spans are specific in each stage. A Change to Voucher End Date request that accompanies an Authorization Change Request for an IDOC client will be denied and the allowed authorization date span will be used.

17. Enter the **New End Date** and click **Save**.

18. Click **Finish**.

👁 Snapshot

👤 **Client:** Lion, V | 108041650000224 | 1   ⊗ Clear Client

Home Page	
Agency Contacts	
▸ Agency	
▸ Group List	
Clinical Dashboard	
Authorization Dashboard	
▾ Client List	
▾ Client Profile	
Alternate Names	
Additional Information	
Military Information	
Contact Info	
Collateral/Cust. Contacts	
Other Numbers	
History	
Client Group Enrollment	
Authorization	
Employment	
Allergies	
Gain Short Screener	

Provider Authorization Change Request

Group Enrollment	DHW Adult	Status	Active
Plan	State General	Contract	1 - DHW-D Williams SUD / 7/1/2014 - 6/30/2015 - State
Authorization #	2036	Date Approved	7/1/2014
Effective Date	7/1/2014	Updated Date	3/4/2015
End Date	6/30/2015	Updated By	Buskey, Michelle
		ATR Intake	1/1/0001-

Comments

Authorization Change Request List   Add New

Actions	Date	Type	Service	Units	End Date	Status	Justification
✎	2/12/2015	Change to Service	Outpatient	0		Approved	See comments.
✎	2/17/2015	Change to Service	Outpatient	1		Denied	See comments.
✎	2/17/2015	Change to Service	Outpatient	0		Approved	See comments.
✎	4/2/2015	Change to Service	Outpatient	240		Pending	Client will continue treatment past authorization close date
✎	4/2/2015	Change Voucher End Date			5/31/2015	Pending	Client will continue treatment past authorization close date

(18)

Finish

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